

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 7/17/2003	EMS 7/17/2003	EMS 9/9/2008	DGC 9/9/2008

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Revision no. 4

## Work Instruction Procedure

### WIP 5-1 Cardboard Recycling Procedure

*This is a printed copy of the original and will not be kept up-to-date.*

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<b>Areas of application:</b>	Department of Public Works and Utilities Shop Complex			

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**Warning!**

The information in this document may be out of date and should be reviewed.

**Document location:**

**Distribution list:**

**Current revision no.:** 4

**Revision schedule**

Rev. no.	Date	Description
1	11/16/2004	Changed format
2	11/8/2005	added 5.4 & 5.5 under Process
3	9/12/2006	added 3.1.1 and 3.2.1 changed 6.1
4	9/9/2008	amended 3.2, 5.3, 5.4, and 5.5 see record

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# WIP 5-1 Cardboard Recycling Procedure

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## 1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for recycling Cardboard.

## 2.0 Scope

- 2.1 This WIP applies to all Department of Public Works and Utilities Shop Complex personnel. The EMS Team monitors the quantity of Cardboard recycled as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

## 3.0 Responsibilities

- 3.1 The EMS Team
  - 3.1.1 Is responsible for managing the recycling program. This includes training, monitoring, record keeping and assigning, as need, personnel to assist in the recycling efforts.
- 3.2 Department of Public Works and Utilities Personnel
  - 3.2.1 Are responsible to participate in the recycling effort.

## 4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

## 5.0 Process

- 5.1 All corrugated cardboard products must be emptied of all foreign material, ie. plastic wrap, paper, or packaging material, etc.
- 5.2 All boxes or containers must be flattened as much as possible.
- 5.3 Boxes or containers that are soaked with oil, grease, or food matter may not be placed in co-mingled recycling container. All other cardboard shall be disposed of in the co-mingled recycling container.
- 5.4 The co-mingled recycling container is marked off in cubic yards to assist in the estimate of quantity. These values will be recorded in the recycling log.
- 5.5 Container is emptied by recycling contractor on a weekly basis.

## 6.0 References/Related Documents

- 6.1 Environmental Management Program in Record Registry